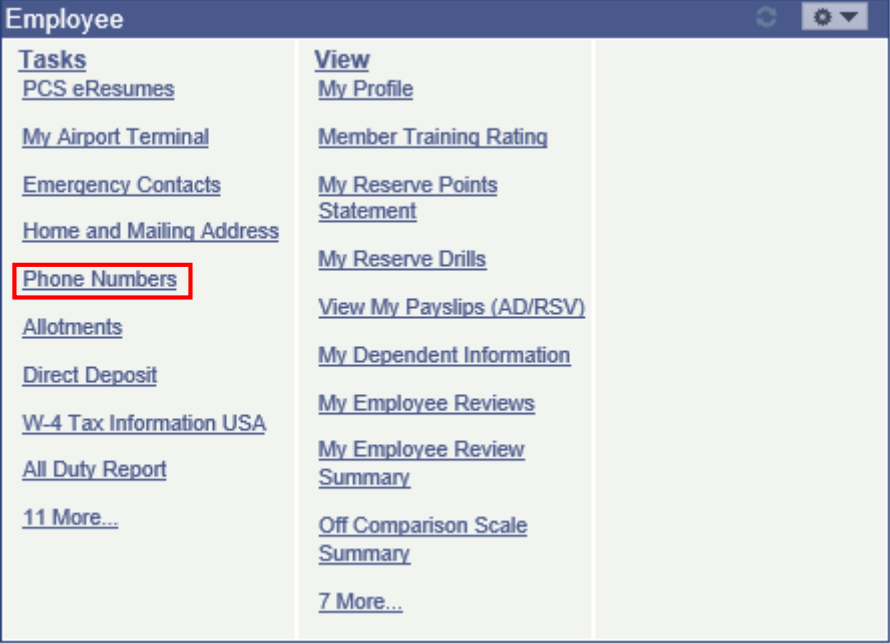
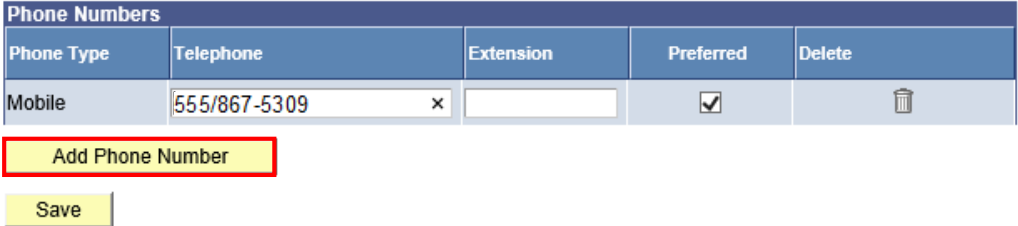


Phone Numbers

Introduction This guide provides the procedures for how to change or add a member's Phone Number(s) in Direct Access.

Procedures See below.

Step	Action										
<p>1</p>	<p>Select the Phone Numbers link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a web interface titled 'Employee' with a navigation menu. Under the 'Tasks' section, the 'Phone Numbers' link is highlighted with a red rectangular box. Other links in the 'Tasks' section include PCS eResumes, My Airport Terminal, Emergency Contacts, Home and Mailing Address, Allotments, Direct Deposit, W-4 Tax Information USA, and All Duty Report. Other links in the 'View' section include My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More...</p>										
<p>2</p>	<p>The member's current Phone Number(s) will display. The member can overwrite the phone number, add an extension, check/uncheck the preferred box, delete the number (make sure to click save after hitting the delete button), and/or add additional phone numbers. In this example, a new phone number will be added. Select Add Phone Number.</p> <p>Phone Numbers</p> <p>Tommy Tutone</p> <p>Enter your phone numbers.</p>  <p>The screenshot shows a form titled 'Phone Numbers' for 'Tommy Tutone'. It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555/867-5309</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Below the table, the 'Add Phone Number' button is highlighted with a red rectangular box. A 'Save' button is also visible below it.</p>	Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555/867-5309		<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete							
Mobile	555/867-5309		<input checked="" type="checkbox"/>								

Continued on next page

Phone Numbers, Continued

Procedures,
continued

Step	Action																				
<p>3</p>	<p>A new line will be added.</p> <p>Phone Numbers</p> <p>Tommy Tutone</p> <p>Enter your phone numbers.</p> <table border="1" data-bbox="355 658 1370 824"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555/867-5309</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Phone Number"/></p> <p><input type="button" value="Save"/></p> <p>Return to CG AD Self Service: Employee</p>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555/867-5309		<input checked="" type="checkbox"/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	
Phone Numbers																					
Phone Type	Telephone	Extension	Preferred	Delete																	
Mobile	555/867-5309		<input checked="" type="checkbox"/>																		
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>																		
<p>4</p>	<p>Enter the new Phone Type, Phone Number, Extension and Preference. Then click Save. Once it is saved, click the Return to CG AD Self Service: Employee link.</p> <p>Phone Numbers</p> <p>Tommy Tutone</p> <p>Enter your phone numbers.</p> <table border="1" data-bbox="355 1312 1370 1478"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555/867-5309</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Home <input type="text" value=""/></td> <td>716/766-2323</td> <td><input type="text" value=""/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Phone Number"/></p> <p><input type="button" value="Save"/></p> <p>Return to CG AD Self Service: Employee</p>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555/867-5309		<input checked="" type="checkbox"/>		Home <input type="text" value=""/>	716/766-2323	<input type="text" value=""/>	<input type="checkbox"/>	
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